

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Tenant's Name]
[Tenant's Address]
[City, State, ZIP Code]

Subject: Notification of Electricity Meter Removal

Dear [Tenant's Name],

I hope this message finds you well.

I am writing to inform you that due to [reason for removal - e.g., maintenance, upgrade, building renovation, etc.], the electricity meter at the property located at [property address] will need to be removed on [proposed date of removal].

Please be assured that we will make every effort to minimize any inconvenience this may cause you. The removal process is expected to take [duration of removal process] and all necessary precautions will be taken to ensure safety.

If you have any questions or concerns regarding this process, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your understanding and cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title/Position, if applicable]